

Form For Reporting: Flex Time, Compensatory Time, Adjusted Schedule

TO: Immediate Supervisor
FROM: _____
SUBJECT: Time Away From The Office
DATE: _____

Please Check – See Back
____ Lateness
____ Flex Time
____ Compensatory Time
____ Adjusted Schedule

Flex Time and Lateness

I would like to report time away from the office as follows:

____ Arrived late _____
List arrival time & date

____ Will be leaving early _____
List time you are leaving & date

Reason: _____

____ Other (please specify)

I will make up this time as follows:

Date & Time

Adjusted Schedule & Compensatory Time*

I will be: ____ adjusting my schedule as follows
____ accumulating compensatory time as follows
____ using compensatory time as follows

Date, Time & Reason

When you are applying to use compensatory time, please attach a copy of your green sheet showing approved accumulated compensatory time.

~ ~ ~ ~ ~

Immediate Supervisor's Signature & Date
1/01

*A copy of each green sheet should be sent to Hans Baltzersen after approval by the immediate supervisor.

Explanation of Terminology
For
Lateness, Flex Time, Compensatory Time or Adjusted Schedule

Lateness – when you arrive late for work. This time should be made up the same day, if possible.

Flex Time – time used which will be subtracted from the 7½ hours each classified employe is allowed during each calendar year. This time may not exceed 2 hours at a time and should be made up during the same pay week that it is used.

Compensatory Time – hours worked beyond the normal 7½ hour work day for which you will be taking time off at a later date. You will be given straight hours off for this time up to 40 hours. Any compensatory time accumulated beyond 40 hours in a work week will be at time and one half.

Adjusted Schedule – when your supervisor asks you to adjust your work schedule (starting and ending times). For example: 7:00 AM – 3:00 PM or 9:00 AM – 5:00 PM.